



MEMORANDUM

TO: TDA Article 3 Bicycle and Pedestrian Program Grant Applicants
Technical Advisory Committee Members

FROM: Bill Hough, Transportation Planner III

DATE: February 24, 2015

SUBJECT: Call for Projects, Transportation Development Act Article 3
FY 2015/16 Program

TDA Article 3 Funds Available

This memorandum serves as the General Call-for-Projects for the FY 2015/16 Transportation Development Act (TDA) Article 3 Program funding cycle. There are two components to the TDA Article 3 program:

1. Bicycle Expenditure Program

The VTA Board of Directors took action on December 9, 2004 to dedicate 25% of Santa Clara County's TDA Article 3 funds to projects on the countywide Bicycle Expenditure Program (BEP) list through 2030. Under subsequent revisions to BEP policy in March 2013, only BEP Category 1 projects are eligible for this set-aside. On November 5, 2009, the Board committed \$150,000 of the TDA3 BEP set-aside to County Expressway Pedestrian Projects.

There is \$308,830 available for BEP projects this year. **Projects must be on the current Board-adopted BEP Category 1 project list and applications should refer to the BEP project number.** BEP project sponsors **must** submit MTC's TDA Article 3 Project Application Form and **include a transmittal letter that states when they expect the project begin construction. In the event that BEP applications are oversubscribed, preference will be given to projects that are ready for construction and/or have other funding sources that could be jeopardized if the project is not delivered in a timely manner.**

2. Guarantee Funds

Table 1 below shows each city and the County's "Guarantee" share of MTC's TDA Article 3 Fund Estimate. There is \$2,093,819 available for "Guarantee" projects this year. The guarantee share is based on 2014 California Department of Finance (DOF) population figures and funds banked or rescinded from previous years, where applicable. **An agency's total applications cannot exceed its guarantee share listed in the following table:**

Table 1
2015/16 TDA ARTICLE 3 ESTIMATE FOR SANTA CLARA COUNTY

| Agency | Guarantee Amount (Includes banked and rescinded funds from prior years.) |
|--------------------|---|
| Campbell | \$30,935 |
| Cupertino | \$110,467 |
| Gilroy | \$38,610 |
| Los Altos | \$22,077 |
| Los Altos Hills | \$15,345 |
| Los Gatos | \$56,131 |
| Milpitas | \$51,634 |
| Monte Sereno | \$6,345 |
| Morgan Hill | \$30,348 |
| Mountain View | \$56,561 |
| Palo Alto | \$123,066 |
| San Jose | \$737,053 |
| Santa Clara | \$373,012 |
| Saratoga | \$22,753 |
| Sunnyvale | \$108,329 |
| Santa Clara County | \$311,152 |
| Total | \$2,093,819 |

Note: SC County's total includes \$150,000 for the Expressway Pedestrian Program.

Rescind/Reallocation Requests

Agencies may only allocate up to their estimate in any given year. Sponsors may rescind prior year projects, but VTA cannot reallocate them until the next TDA funding cycle. Funds rescinded in 2015 will be added to the sponsor's guarantee in 2016.

It is the project sponsor's responsibility to monitor project expiration deadlines and to apply for rescind/reallocation of funds in a timely manner. Failure to do so will result in the sponsor losing the funds. Agencies must inform VTA of intent to rescind/reallocate, and **failure to do so means that the funds revert to the countywide pool in the next cycle.**

Banking Funds

TDA Article 3 funds may be banked for up to two years plus one year to program funds. To bank TDA funds, project sponsors must submit a letter or email stating that funds will be banked. If banked funds are not programmed by the end of the 3rd Year, they will be redistributed to the countywide TDA Article 3 pool for the following fiscal year. If you are planning to bank funds, please send a letter or email to that effect to Bill Hough at the address below. **A member agency must inform VTA in writing of its intent to either claim or bank its TDA3 guarantee funds; failure to do so means that the funds**

revert to the countywide pool in the next cycle.

Project Types and Guidelines

Your TDA Article 3 project must be ready to implement within ONE year of the application cycle.

Eligible Project Types

The following project types are eligible for TDA Article 3 Funding:

1. Construction and/or engineering of a bicycle or pedestrian capital project
2. Maintenance of a multi-purpose path which is closed to motorized traffic
3. Bicycle safety education program (no more than 5 % of county total).
4. Development of a comprehensive bicycle or pedestrian facilities plans (allocations to a claimant for this purpose may not be made more than once every five years).
5. Restriping Class II bicycle lanes.

Other Eligibility & Procedural Issues

Environmental clearance is required for construction projects only. If you are submitting an application for design, you are not required to submit a County stamped notice. Additional information on the TDA Article 3 policies and procedures can be found in the MTC TDA Article 3 Policies and Procedures, which is available on the Metropolitan Transportation Commission website at:

<http://www.mtc.ca.gov/funding/STA-TDA/RES-4108.pdf>

Bicycle Advisory Committee and Bicycle Plan Requirement

Cities and counties may not receive TDA Article 3 funds for bicycle projects unless the jurisdiction has established a Bicycle Advisory Committee (BAC) and the project is included in an adopted plan as stipulated in the MTC TDA Article 3 Rules and Procedures. This requirement does not apply to pedestrian projects.

VTA Bicycle Technical Guidelines

The VTA Board of Directors adopted the revised *VTA Bicycle Technical Guidelines* on December 13, 2012. The purpose of the *Guidelines* is to provide a uniform set of optimum standards for the planning, design, and construction of bicycle facilities that are part of the countywide bicycle system. Bicycle projects funded by TDA Article 3 funds must comply with the *Guidelines*. For a copy of this document, please contact VTA staff.

Application Submittals

MTC's TDA Article 3 Project Application Form and resolution boilerplate is located at:
http://www.mtc.ca.gov/funding/STA-TDA/TDA3_Claim_Forms_Rev.doc

Project sponsors must use this form to submit applications. Late applications will not be accepted.

Complete one application for each project. PLEASE NOTE: VTA should receive 2 copies of each project application.

2015/16 TDA Article 3 Detailed New Project Submittal Requirements

| Number of Copies | Item |
|-------------------------|--|
| 1 per agency | Cover letter that indicates whether application is for guarantee and/or BEP funding. The cover letter must include a statement that the project must be ready to implement within ONE year of the application cycle. |
| 2 per agency | Governing body resolution wording and Council Resolution supporting the project(s) (<i>due on May 29, 2015</i>). The required "model resolution" is on the Metropolitan Transportation Commission website at link above. |
| 2 per project | MTC's TDA Article 3 Application (See Application Form at link above.) |
| 2 per project | A vicinity map showing the project's general location in your jurisdiction |
| 2 per project | A detail map showing the project and phases where applicable |
| 2 per project | Documentation of environmental clearance (<i>for applicable projects</i>). The county clerk must stamp the environmental document. |

Completed project applications or notification of intent to bank funds should be submitted to VTA by 4:00 p.m. on **Friday, April 10, 2015**.

Please send applications to:

**Bill Hough, Transportation Planner
Santa Clara Valley Transportation Authority
Programming & Grants
3331 North 1st Street, Bldg. B2
San Jose, CA 95134-1906**

Evaluation Process, Programming and Drawing Programmed Funds

VTA staff will review project applications. The resulting countywide program will be reviewed by the VTA advisory committees before adoption by the VTA Board of Directors at its June 2015 meeting.

The VTA Board-adopted project priorities will be forwarded to MTC for review and adoption. Once MTC has adopted the program, MTC's Finance Section will issue allocation instructions to your agency. **Please read these instructions carefully because they contain guidance on invoicing, expiration of funds, and annual audit requirements. All project invoicing goes directly to MTC.**

TDA Audit Information

In accordance with MTC Resolution 875, all claimants that have received an allocation of TDA funds are required to submit an annual fiscal and compliance audit to MTC and to the Secretary of Business and Transportation Agency within 180 days after the close of the fiscal year. **All TDA audits are due to MTC by December 31 of each year.** Failure to submit the audit will prohibit MTC from making a new TDA allocation. If no TDA funds were expended during the fiscal year, the applicant should file a statement to that effect with MTC. Please contact MTC's TDA program manager Cheryl Chi, at 510-817-5939 or cchi@mtc.ca.gov, for additional information on audit requirements.